

Mid-year/Mid-certification Assessment Guidance

When a participant is scheduled for a mid-year or mid-certification assessment, review the *Care Plan Details*. Based on your findings, the user will complete the appropriate Quick Links and the Care Plan Summary.

Quick Link	Information Required by Policy			
	Review	Update if Needed	Required	Notes
Family Demographics	X	X		
Family Assessment	X	X		
Participant Demographics	X	X		
Income Information	NO ENTRY			
Health Information	X	X		
Anthro/Lab	X		X	Update anthropometric and blood work data (blood work not required for infants)
Eco-Social Assessment	X	X		
Dietary and Health	X	X		
Assigned Risk Factors	X	X		
Certification Signature	NO ENTRY			
Issue EBT Card	NO ENTRY			
Care Plan				
Care Plan Summary	X		X	Update nutrition assessment
Care Plan Detail	X			
Referral Program	X	X		Update and make additional referrals as needed
Nutrition Education	X		X	Update and provide additional nutrition education
Maintain Goals	X		X	Update and establish new goals
Issue Benefits				
Prescribe Food	X	X		
Issue Food Instruments			X	Issue food -benefits up to the next appointment
Scheduling System				
Quick Appointments			X	Schedule next appointment if clinic is not Open Access